

INSTRUCTIONS FOR COMPLETING THE REGISTRATION STATEMENT FOR THE GENERAL PERMIT FOR SEAFOOD PROCESSING FACILITIES

WHO MUST FILE THE REGISTRATION STATEMENT

This registration statement must be completed and submitted by any seafood processors requesting coverage under the above general permit for processing wastewater discharges or regulated storm water discharges.

WHERE TO FILE THE REGISTRATION STATEMENT

The completed registration statement and application fee should be sent to the Department of Environmental Quality Regional Office for your area.

COMPLETENESS

Complete all items except where indicated, or enter NA for "not applicable" in order for your registration statement to be accepted. If you need more space than the form allows, write on and attach extra sheets of paper.

DEFINITIONS

Outfall means a discharge pipe, drain or anyplace where wastewater from the seafood processing leaves or could leave the plant and discharge to surface waters.

Receiving Stream is the particular surface water, or stream, creek, or any other body of water, or a ditch or ground surface that runs off into such a body of water, into which the wastewater discharges.

Seafood Processing Facilities are industrial establishments, plants or businesses that have as a SIC code (see below) 2091, 2092, 5142, or 5146, that process or handle seafood for human consumption or as bait. By Seafood Process or Seafood processing activity we mean the particular seafood product processed at your plant, such as shucked oysters, picked crabs, cleaned and packed fish, etc.

SIC CODEs mean the "Standard Industrial Classification" codes listed in the Federal Office of Management and Budget (OMB) SIC Manual, 1987 and used as identifiers of industries with certain characteristics.

Storm water, for the purposes of this form means storm water runoff that is regulated by the EPA and State storm water regulations. It refers to the runoff during storms that may come into contact with seafood processing raw materials, products or waste materials from seafood processing facilities with 2091 or 2092 for an SIC code.

Wastewater or Process wastewater is water that was used in the processing of the seafood, such as retort water or wash down water, that is then discharged through an outfall to a receiving stream. Sewage discharges are wastewater, but not process wastewater, and are not covered by this general permit.

LINE BY LINE INSTRUCTIONS

Item 1. APPLICANT INFORMATION

Item A: Put the name of the seafood business here.

Item B: Put the name of the person or corporation that owns the business. This does not have to be the owner of the building (e.g. if it is leased) but should be who is responsible for the business and wants coverage under the general permit.

Item C: The mailing address and phone number of the above person goes here.

Item D: Indicate here the physical location of the facility if it can't be located from the mailing address.

Item E: If someone other than the owner listed in item B runs the plant and is the person with whom business will be conducted, check **No**. Otherwise check **Yes**.

Item F: If **No** was checked above, indicate the name of the person other than the owner who operates the facility.

Item G: Put the address and phone number of the person other than the owner here.

Item 2. FACILITY INFORMATION

If there is a wastewater discharge from this facility that does not go to a public sewer system or septic tank drainfield system then it probably discharges to surface waters. If so, indicate the name (or names, if more than one) of the receiving stream that the discharge goes into. If it discharges onto the ground or to a ditch or to an unnamed body of water, for name of receiving stream, put "Unnamed tributary to..." and then the name of the closest named body of water towards which water in the ditch, etc. would flow.

If the facility has an individual VPDES permit that you want revoked to obtain coverage under this general permit, or if you have an expiring or expired individual permit, please indicate "yes" so we can clear our records with regard to that permit.

Also in this section there is a space for indicating the date of construction of the facility. This means when the building started being used for a seafood processing facility. This date determines whether new source or existing source limits apply. The date can be approximate.

(OVER)

Item 3. MAP

Attach a map.

Item 4. SIC CODES

Seafood facilities should fall under one or more of the four listed codes, otherwise, they do not qualify for the general permit. 2091 covers activities involving cooking and canning or smoking, salting, drying, pickling or otherwise curing seafoods. Examples are canning oysters, crabs, clams, shrimp, chowders, smoking oysters or pickling herring. 2092 covers activities involving preparation of fresh or raw products, or freezing or cooking but not canning seafoods. Examples are picking crabs, shucking oysters, processing fish, frozen crabcakes, or packing crabmeat or fresh oysters in nonsealed containers. 5142 and 5146 are for facilities involved in wholesale distribution of seafoods that are fresh, frozen, or already processed, but that don't process or package the seafood themselves. 5142 is for packaged, frozen seafood, and 5146 is for unpackaged fresh, cured or frozen seafoods.

Item 5. NATURE OF BUSINESS

Indicate here what kind of seafood processing activities take place at your plant (shucking oysters, picking crabs, etc.). Indicate what kind of processing steps takes place, like washing, cleaning, cooking, shucking, packaging, etc. **Be sure to include all the different types of processing that go on or will go on at your plant so they can all be covered at one time.** If you are covered by the general permit, we will only send you the parts of the permit that you say apply. If you add another process later, another registration statement will have to be submitted.

Item 6. OUTFALL INFORMATION

Under "Outfall No.", list a number, like 001, 002, etc. for each outfall that can discharge to the receiving stream listed in item 2. For each of these, under "Operation", show what seafood process causes the discharge at this outfall (e.g. oyster shucking, crab picking, etc.) and for each "outfall", under "Receiving Stream", put the name of the body of water that this particular discharges goes into. If they all go to the same body of water, just put "same" or dittos. Also show the normal daily flow (in gallons per day) from each listed outfall, (this is what is normally reported on the Discharge Monitoring Reports) and the number of days in a year that there is a discharge. This will normally be the number of days of operation for that particular seafood process.

Item 7. MAXIMUM DAILY PRODUCTION

The registration statement form defines what is meant by "maximum daily production". Note for oysters and scallops product is the meat after shucking, and for everything else it is the product as received at the plant, including shells, etc. Fill this in for each process (e.g., oyster shucking, crab picking, etc.) and indicate the unit of measurement like pounds, bushels, etc.

Item 8. FACILITY DRAWING

Item A. The line drawing can be a schematic representation, or basically a "map" of the building showing the wastewater sources and where the discharges are. A separate drawing should be made for each process, and all of the outfalls identified in item 6 above should show up on the drawings.

Item B. If more than one seafood process can go on at the plant at the same time, and wastewater from both processes go out of the same outfall, check yes, because you may need a specialized sampling procedure. If you check yes, please indicate what the processes are and which outfalls they share, and if they go out of the same outfall at all times, or just sometimes.

Item 9. TREATMENT INFORMATION

Item A. If you have settling basins, screens, or any other wastewater treatment, please provide any details you can. They don't have to be exact. Indicate where they are located or show on the above drawing and refer to the drawing here. If there is no treatment, just put "NA".

Item B. If you have waste material that is solid instead of water, like sediment from basins, crab shells or fish guts, please indicate where you dispose of them.

Item 10. CHEMICALS

It is not necessary to list cleaners and sanitizers approved by USDA for food plants here, but any other additives, or non-food related products you use that could get into the discharge should be reported here if you check yes. We will evaluate it for toxicity in the receiving stream. If you plan to use such a product in the future you may want to list it here as no other chemical use will be authorized by the permit unless prior approval is obtained.

Item 11. CERTIFICATION

Read the certification paragraph and sign and date the statement accordingly. Please include your printed name and title or relationship to the business and attach the map from item 3, the facility drawing from item 8, and any additional sheets you want to add. Then submit to the regional DEQ office with the fee.

**VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM
GENERAL PERMIT REGISTRATION STATEMENT
FOR SEAFOOD PROCESSING FACILITIES**

1. APPLICANT INFORMATION

A. Name of Facility:

B. Facility Owner:

C. Owner's Mailing Address:

a. Street or P.O. Box

b. City or Town _____ c. State ____ d. Zip Code

e. Phone Number _____

D. Facility Location:

Street No., Route No., or Other Identifier

E. Is the operator of the facility also the owner? ____ Yes ____ No

If No, complete F. & G.

F. Name of Operator:

G. Operator's Mailing Address

a. Street or P.O. Box

b. City or Town _____ c. State ____ d. Zip Code

e. Phone Number _____

2. FACILITY INFORMATION

Will this facility discharge to surface waters ____ Yes ____ No. If yes, name of receiving stream _____.

Does this facility currently have an existing VPDES Permit?

____ Yes ____ No If yes, what is the Permit No. _____

Provide the original date of construction of the seafood processing facility building and dates and description of all subsequent facility construction.

3. MAP

Attach a USGS topographic map extending to at least one mile beyond property boundary, indicate location of facility and name of topographical quadrangle.

4. SIC CODES (check all applicable categories)

- ☐ 2091 Canning and Curing Fish and Seafood
☐ 2092 Preparing Fresh or Frozen Fish and Seafood
☐ 5142 Wholesale Distribution of Packaged Frozen Fish and Other Seafood
☐ 5146 Wholesale Distribution of Fish and Seafood, Including Cured, Fresh or Frozen But Not Packaged or Canned

5. NATURE OF BUSINESS: (provide a brief description)

6. OUTFALL INFORMATION

List all wastewater discharge outfalls by a number that is the same as on the drawings required in Question 8. Identify the processes which discharge through each outfall and give the name of the waterbody receiving the discharge. Also indicate the average 24 hour flow of the discharge at the outfall in gallons per day and the typical number of days per year that this flow occurs (processing days).

Outfall No.	Seafood Process	Receiving Stream	Flow in gallons per day	Days per Year

7. MAXIMUM DAILY PRODUCTION (the highest production value on any one day during a calendar year; use weight of raw product except for oyster or scallop processing for which final product weight should be reported)

Operation (Process)	Quantity Per Day	Unit of Measurement

8. FACILITY DRAWING

A. Attach a line drawing for each process showing the source of the water and its flow through the facility. Show each step of the process, (i.e. what happens to the water from the time it arrives at the facility until the time it leaves showing all individual floor drains, where pipes run through the building and where they discharge in relation to the receiving waters.)

B. Will any of the above processes operate simultaneously and discharge to the same outfall(s)? Yes ____ No ____

If so, please provide specific information regarding simultaneous discharges.

9. TREATMENT INFORMATION

A. If settling basins or screens are used in wastewater treatment, provide the dimensions and capacity of the settling basin(s) and/or screen mesh size and location.

B. Describe the method and frequency of solid wastes disposal.

10. CHEMICALS

Are any chemicals other than cleaners and sanitizers approved by the U. S. Department of Agriculture for food plant applications used in such a way that they might be in the discharge?

Yes __ No __

If yes, provide the name of the chemical(s) here and describe how it is used.

11. CERTIFICATION:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

Signature: _____ Date: _____

Name of person signing above: _____
(printed or typed)

Title: _____

REQUIRED ATTACHMENTS

Facility Drawing
USGS Topographic Map

For Department use only:

Accepted/Not Accepted by: _____ Date: _____

Basin _____ Stream Class _____ Section _____

Special Standards _____